

POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION (PRTC)

OFFICIAL COMMISSION MEETING

MINUTES

DATE: December 3, 2009

TIME: 7:00 p.m.

LOCATION: PRTC Transit Center
14700 Potomac Mills Road, 2nd Floor
Woodbridge, VA 22192-6811

1. CALL TO ORDER

Chairman May called the meeting to order at 7:00 p.m.

2. ROLL CALL

MEMBERS PRESENT

*Maureen Caddigan	Prince William County
*Corey Hill	Department of Rail & Public Transportation
*John Jenkins	Prince William County (arrived at 7:30 p.m.)
*Matthew Kelly, Secretary	City of Fredericksburg
*Michael May, Chairman	Prince William County
*Paul Milde, Treasurer	Stafford County
*Jackson Miller	Member, Virginia House of Delegates
*Frank Principi	Prince William County
*George Schwartz	Stafford County
*Jonathan Way, Vice Chairman	City of Manassas

ALTERNATES PRESENT

Jean Benson	City of Fredericksburg
*Lorraine Lasch	Prince William County
*Brian Potvin	Prince William County
*William Wren	City of Manassas Park

STAFF AND GENERAL PUBLIC

Gina Altis	PRTC Executive Assistant
Monica Backmon	PWC Department of Transportation
Alyssa Brown	Assistant, Supervisor Michael May

Dwight Buracker
Tom Cain
Doris Chism
Bob Corbin
Aroni S. El
Joyce Embrey
Shanta Garth
Al Harf
Angela Horan
Robb Howell
Todd Johnson
Bob Leibbrandt
Mary Marshall
Eric Marx
Betsy Massie
Tim McCann
Jennifer Mouchantaf
Paul Pitchke
Milton Powell
Chuck Steigerwald
Mike Swinson
Dale Zehner

PBGH, LLP
FIRST TRANSIT Region Vice President
PRTC Dir., Customer Service & Dispatch
FIRST TRANSIT Bus Operator
Citizen
PRTC Dir., Finance & Administration
FIRST TRANSIT AGM-Accounting & Admin.
PRTC Executive Director
PRTC Legal Counsel
FIRST TRANSIT General Manager
FIRST TRANSIT Maintenance Manager
PWC Budget & Analysis
PRTC Accounting & Budget Manager
PRTC Dir., Planning & Operations
PRTC Dir., Grants & Project Management
FIRST TRANSIT Region Vice President
VRE Deputy Chief Executive Officer
FIRST TRANSIT AGM-Operations
FIRST TRANSIT Bus Operator
PRTC Senior Transit Planner
Citizen
VRE Chief Executive Officer

MEMBERS ABSENT

Wally Covington
Frank Jones, Immediate Past Chmn
Scott Lingamfelter
Martin Nohe
Toddy Puller

Prince William County
City of Manassas Park
Member, Virginia House of Delegates
Prince William County
Virginia Senate

ALTERNATES ABSENT

David Awbrey
Charles Badger
Hilda Barg
Harry Crisp
Brad Ellis
Peter LaMarca
Suhas Naddoni
Hal Parrish
Sorine Preli
Corey Stewart
John Stirrup

Department of Rail & Public Transportation
Department of Rail & Public Transportation
Prince William County
Stafford County
City of Fredericksburg
City of Fredericksburg
City of Manassas Park
City of Manassas
Prince William County
Prince William County
Prince William County

*Voting Member

3. INVOCATION

Led by Secretary Kelly.

4. PLEDGE OF ALLEGIANCE Led by Vice Chairman Way.

5. CITIZENS' TIME

Mr. Aroni S. El filed a complaint with staff about the Dumfries bus arriving late at the PRTC Transit Center this evening and asked about PRTC's protocol with regard to buses operating late. Mr. Harf explained that the PRTC Transit Center is a major transfer "hub" with multiple bus routes converging and awaiting transfers. PRTC's protocol is to hold buses for not longer than 10 minutes because longer waits would unduly delay passengers who had already transferred and were awaiting departure. He went on to explain that the Dumfries OmniLink bus arrived at the Transit Center approximately 20 minutes late, so people on that bus wanting to make a transfer at the Transit Center were confronted by a longer than desirable wait.

Commissioner Lasch asked what caused the Dumfries bus to arrive late. Mr. Harf replied "traffic congestion," and noted the Dumfries bus route is chronically plagued by traffic difficulties. The issue was discussed at the PRTC Operations Committee meeting last month and is a significant issue for OmniLink bus routes that traverse Route One. PRTC is intent on addressing the issue in depth, as part of the transit development planning (TDP) effort slated to begin early next year. Any adjustment will necessarily require trade-offs among competing objectives so long as the idea of additional resources is off the table.

No other citizens came forward.

6. PRESENTATIONS

- A. Remarks by PRTC's Auditors (PBGH, LLP) re FY 2009 Audit – Question/Answer Session to Follow and FY 2009 Audit to be Adopted During the Executive Director's Time.

Vice Chairman Way commended the PRTC Finance Department on an audit that contains no adverse findings. At this time, Chairman May introduced Mr. Dwight Buracker (PBGH, LLP) who provided a briefing on the audit.

- B. First Transit General Manager Robb Howell – Employee Recognition and Operations Report.

At this time, Mr. Harf announced that First Transit's Region Vice President Tom Cain is retiring and introduced Mr. Cain's successor Tim McCann. On behalf of the Commission, Chairman May expressed appreciation to Mr. Cain for his years of service and welcomed Mr. McCann.

Mr. Howell recognized the October 2009 Operator-of-the-Month Milton Powell. Mr. Powell has been a bus operator since September 2007 and currently operates bus service on the Dale City and Lake Ridge OmniRide routes.

Mr. Howell reported 15 commendations (directed to 12 different bus operators) were received during the month of November. He went on to report the accident frequency rate during the month of November is .26 per 100,000 miles and the year-to-date is 1.37. He also reported an increase in complaints (about 35%) occurred as a result of the November 9th service change, noting that while increases post-dating service changes are never acceptable, they are typical. He went on to observe that the most recent increase is modest compared to the last service change.

Mr. Howell noted that the Emergency Service Plan (ESP) is operating this evening as a result of the "National Tree Lighting Ceremony" taking place in Washington, D.C.

With regard to the "vehicle maintenance audit", Mr. Howell noted that a detailed report will be provided to the Commission at its January meeting. He went on to report that the average number of per-bus defects is tracking slightly high. The number of "A" defects is tracking low.

7. APPROVAL OF MINUTES

RES 09-12-01 Minutes of November 5, 2009.
[PRTC\Minutes]

Commissioner Kelly moved, with a second by Commissioner Milde, to approve the Minutes as presented. There was no discussion on the motion. (KELLY\MILDE, UNANIMOUS)

8. AGENDA APPROVAL

RES 09-12-02 Agenda of December 3, 2009.
[PRTC\Agenda]

Commissioner Way moved, with a second by Commissioner Caddigan, to approve the Agenda as presented. There was no discussion on the motion. (WAY\CADDIGAN, UNANIMOUS)

9. CONSENT AGENDA APPROVAL

RES 09-12-03 Consent Agenda of December 3, 2009.
[PRTC\Consent Agenda]

Commissioner Kelly moved, with a second by Commissioner Way, to approve the Consent Agenda, as presented. (KELLY\WAY, UNANIMOUS)

RES 09-12-04 A. Treasurer's Report.
[PRTC\Finance]

Accepted the Treasurer's Report for the period ended September 30, 2009, as presented. (KELLY\WAY, UNANIMOUS)

RES 09-12-05 B. PRTC Meeting Schedule for Calendar Year 2010.
[PRTC\Meeting Schedule]

Accepted the 2010 Meeting Schedule, as presented. (KELLY\WAY, UNANIMOUS)

RES 09-12-06 C. Advertise for Procurement of Landscaping Services.
[PRTC\Landscaping]

Authorized the Executive Director to advertise for bids to sustain landscaping services after expiration of the current contract, as presented. (KELLY\WAY, UNANIMOUS)

10. VIRGINIA RAILWAY EXPRESS (VRE)

[VRE\Info] A. Operations Board Meeting Agenda and Minutes of
November 20, 2009. There were no comments.

B. Chief Executive Officer's Report (11-09).

Mr. Zehner reported that ridership is steady (an increase of about 1% compared to last year). He went on to report that on-time performance during the month of November is 86% on the Fredericksburg line. A decrease in on-time performance occurred on the Manassas line due to problems at Union Station causing VRE train delays as well as signal problems occurring on the Norfolk Southern tracks. The signal problems have been corrected. On-time performance during the month of October was 90% on the Fredericksburg line and VRE has experienced over 90% on-time performance for five months of the calendar year.

Mr. Zehner announced the "13th VRE Operation Lifesaver Santa Trains" will operate on Saturday, December 12, 2009, and tickets are sold out. Eleven VRE trains will operate from Fredericksburg, Woodbridge, Manassas, and Burke Centre. "Toys for Tots" will be collected on December 9th at the VRE stations as well as on the VRE Santa trains.

Vice Chairman Way asked if any progress has been made with regard to additional parking at the VRE Broad Run Station and whether VRE has coordinated with Prince William County about "snowplowing" the station access road and Piper Lane. Mr. Zehner noted VDOT is responsible for snowplowing. He went on to note that gravel/sod has been placed in the area and staff will look into having it compacted. VRE needs approximately \$24 million in regional CMAQ funding to complete the contemplated deck project, and went on to say that VRE already has sufficient CMAQ funding pledged to initiate the "environmental analysis and preliminary engineering." Finally, Mr. Zehner noted that VRE

has identified a parcel of land adjacent to the station which could potentially house an additional 50 parking spaces.

Chairman May asked if VRE will consider the same type of “subsidy reducing” options in its budget as PRTC (e.g., capital project deferrals, a proposed fare increase). Mr. Zehner noted VRE’s draft budget is currently under review by the budget task force, which is scheduled to meet next week. The subsidy is about \$300,000 lower compared to last year. Embedded in the budget is an “express” VRE train that will depart from the Fredericksburg, Leeland Road, and Brooke VRE Stations. The VRE survey indicated ridership decreased in Stafford and Fredericksburg the previous year, and Mr. Zehner attributes the decrease in ridership to the three fare increases. Staff anticipates the express train service will entice passengers. A topic for discussion at the December VRE Operations Board meeting will be plans to park trains at the L’Enfant storage site that VRE constructed in conjunction with CSX, which will help alleviate “parking” train storage downtown. Also, an additional five to nine railcars will be added to the trains to increase seat capacity. He explained commuter parking is oversubscribed at both the Broad Run and Fredericksburg VRE stations. The construction of a VRE Station in Spotsylvania County will help alleviate the parking situation in Fredericksburg, and Prince William County has provided funding to commence plans for a parking deck at the Broad Run VRE Station.

Chairman May asked what percentage of VRE's riders receive the "Federal Transit Subsidy." Mr. Zehner answered about 65% and explained the highest VRE ridership occurred last year during the hike in fuel prices and, even though fuel prices have decreased, the ridership has remained steady. He noted that additional ridership growth cannot occur without additional seats, since the peak VRE trains carry standees.

Chairman May asked if VRE uses end-of-the-year savings (“carryover funds”) as a funding source for the ensuing year to lessen the need for new funding. Mr. Zehner explained the VRE budget is tight and it is rare for VRE to have end-of-the-year savings.

Commissioner Milde asked if a discussion has occurred about the most recent year's "carryover funds". Mr. Zehner noted this is a topic for discussion at the December VRE Operations Board meeting.

Commissioner Milde asked about the new DRPT train schedule. Mr. Zehner noted the train service will not commence operation until May 2010 following the construction of a new bridge and third track in Alexandria. The northbound train will arrive in Fredericksburg about 8:00-8:05 a.m., and the southbound trip will arrive in Fredericksburg in the 5:00-5:30 p.m. time frame.

RES 09-12-07 C. Forward the FY 2009 Audited Financial Statements
[VRE\Audit] and Management Letter to the Commissions.

Commissioner Kelly moved, with a second by Commissioner Caddigan, to accept and forward VRE's financial statements for FY 2009 as audited. There was no discussion on the motion. (KELLY\CADDIGAN, UNANIMOUS)

RES 09-12-08 D. Approve the 2010 Legislative Agenda.
[VRE\Legislative Agenda]

Commissioner Kelly moved, with a second by Commissioner Milde, to approve the VRE 2010 Legislative Agenda as presented and actively pursue its elements in coordination with the local jurisdictional and Commission staffs. There was no discussion on the motion. (KELLY\MILDE, UNANIMOUS)

RES 09-12-09 E. Extend Lease Agreement with the Manassas Regional
[VRE\Manassas] Airport Authority.

Commissioner Kelly moved, with a second by Commissioner Caddigan, to authorize the VRE Chief Executive Officer to extend the term of the lease agreement in an amount not to exceed \$81,960, over a period of fifty-nine (59) months. There was no discussion on the motion. (KELLY\CADDIGAN, UNANIMOUS)

11. CHAIRMAN'S TIME

[PRTC\Info] A. Executive Committee/Nominating Committee
Recommended Slate of PRTC Officers for 2010.

Chairman May announced the Nominating Committee met at a publicly advertised meeting right before the regularly scheduled Commission meeting this evening to discuss a proposed "slate of PRTC officers." He noted the Nominating Committee's recommendation will be presented to the Commission for adoption at its January meeting.

[PRTC\Info] B. Executive Committee Deliberations re 2010 Goals for PRTC
Organization At-Large and the Executive Director.

Chairman May noted the Executive Committee will present recommendations to the Commission on this subject at the January meeting.

12. EXECUTIVE DIRECTOR'S TIME

[PRTC\Info] A. Executive Director's Report.

Mr. Harf reported the OmniLink PRTC bus fleet is now outfitted with surveillance cameras acquired from Apollo Video Technologies. He also noted the OmniRide bus service has a less robust camera (DriveCam) capability.

At this time, PRTC Special Projects Coordinator Ryan Jones provided a remote-live viewing demonstration featuring OmniLink Bus #265. Commissioner Hill asked if the capability exists to view real-time information on a laptop in the case of an incident where the police would respond. Mr. Ryan explained PRTC is currently conferring with the Prince William County Police Department about such live monitoring capability. The police

department is interested in the technology, but it will be awhile before that capability is implemented.

Commissioner Potvin asked if a notice is posted on the buses informing passengers that they are being monitored. Mr. Harf replied "yes."

Moving to another subject, Mr. Harf noted a communication was sent to Taxation Commissioner Bowen reiterating the Commission's concerns and urging her to embrace the suggestions PRTC made in response to the draft "Guidelines and Rules for the Motor Fuels Sales Tax." Commissioner Bowen replied, advising Taxation has made changes in response to the suggestions. He noted both NVTC and PRTC were only afforded the opportunity to review the final rules during the past week and were not aware the Guidelines did not incorporate these suggestions to the degree Ms. Bowen's response implied. Mr. Harf provided the Board a jointly drafted NVTC/PRTC letter to be sent to Taxation Commissioner Bowen stating that NVTC and PRTC respectfully disagree with the position the Department of Taxation has taken.

RES 09-12-10 Motor Fuel Tax Regulations.
[PRTC\Fuel Tax]

Commissioner Kelly moved, with a second by Commissioner Caddigan, to authorize a joint NVTC/PRTC letter to Taxation Commissioner Janie Bowen, requesting her reconsideration of the "sales price" definition. There was no further discussion on the motion. (KELLY\CADDIGAN, UNANIMOUS)

Moving to another subject, Mr. Harf noted that all of the procedural steps for Spotsylvania County to join the Commission have been satisfied and commencing February 15, 2010, Spotsylvania County will become the sixth member jurisdiction of PRTC. Currently, PRTC is awaiting confirmation with regard to the appointment of Members and Alternates to represent Spotsylvania County on the Commission. The County will also occupy a seat on the VRE Operations Board.

Mr. Harf reported an "OmniRide Tyson's Express Ribbon-Cutting" occurred on Friday, November 6, 10:00 a.m., at the VRE Woodbridge Station, and the new bus service commenced operation from Prince William County on Monday, November 9th.

Commissioner Jenkins arrived at 7:30 p.m. during discussion of the "Motor Fuel Tax Regulations" and was absent for the vote on Items 7, 8, 9, 9A-C, 10-C, 10-D, and 10-E.

[PRTC\Action] B. Action Items:

RES 09-12-11 1. FY 2011 PRTC Budget Transmittal.
[PRTC\Budget]

At this time, Mr. Harf provided an update briefing about the “Proposed FY 2011 PRTC Budget and Five Year Plan.” A hard copy of the presentation was furnished. A question and answer session followed.

Commissioner Caddigan: Asked if the PRTC Transit Center is paid in full. Mr. Harf replied “yes” and noted the only “debt service capital element” embedded within the budget is for VRE rail stations funded by Prince William County, with one year remaining.

Vice Chairman Way: Asked for clarification with regard to Spotsylvania County’s build up of the fuel tax fund balance and contribution deferral. Mr. Harf explained Spotsylvania County’s fund balance will not simply build. He explained the deferral is something the County sought to provide the financial wherewithal for the funding of a VRE station and parking, obligations that the County has under the membership agreement. Mr. Harf also noted Spotsylvania County’s contribution to PRTC and VRE is embedded within the projections presented in the budget presentation.

Commissioner Milde: Asked if PRTC and VRE will realize a “lump” sum payment from Spotsylvania County in FY 2013. Mr. Harf replied “yes” and explained the County will make a one-time lump sum payment, and the member jurisdictions will receive a credit from the Commission.

Vice Chairman Way: Observed that PRTC’s use of \$1.7 million of stimulus funds as a funding source for its operating budget is risky, since it is one-time money for which a substitute will be necessary later on. With regard to the proposed fare increase in PRTC’s FY 2011 budget, Vice Chairman Way wondered whether it would be advisable to wait for more certainty about what the Congress will do vis a vis federal transportation funding.

With regard to Vice Chairman Way’s first point, Mr. Harf agreed that the use of one-time revenues to ease an operating budget problem has its risks, but it is the “least worst” course of action at this point. Regarding Vice Chairman Way’s second point, Mr. Harf explained that waiting for the Congress to act has a risk of a different sort, because the longer one waits, the harder the problem is to solve if the Congress delays action further. He went on to observe that the proposed fare increase can be adjusted downward during the course of the budget approval process if conditions improve.

Commissioner Caddigan: Asked if PRTC’s specific funding needs were communicated to Delegate Lingamfelter as he requested. Mr. Harf replied “yes” and explained that Delegate Lingamfelter has been advised that PRTC and VRE need nearly an additional \$10 million combined to realize 95% of eligible costs from the state.

Vice Chairman Way: Will forwarding the budget to the jurisdictions imply the VRE Operations Board’s concurrence. Mr. Harf replied “no” and explained the budget will be presented to the VRE Operations Board and Commission meetings in December and January, respectively. The VRE budget will also be presented to the Commission at its January meeting and upon the Commission’s approval will be transmitted to the

jurisdictions. Following the jurisdictional review process, both budgets could be adopted concurrently.

Commissioner Milde moved, with a second by Commissioner Caddigan, to authorize the Executive Director to forward the budget to the member jurisdictions and to schedule a public hearing on the proposed budget, federal grant applications, and proposed fare increase. There was no further discussion on the motion. (MILDE\CADDIGAN, UNANIMOUS)

RES 09-12-12 2. 2009/2010 Federal and State Legislative Agenda.
[PRTC\Legislative Agenda]

Commissioner Caddigan moved, with a second by Commissioner Jenkins, to endorse the federal and state legislative agenda for 2009/2010 and authorized transmittal to the appropriate state legislative and congressional delegations. There was no discussion on the motion. (CADDIGAN/JENKINS, UNANIMOUS)

RES 09-12-13
[PRTC/MOA]

3. Prince William Area Agency on Aging – PRTC Mobility Management Plan Memorandum of Agreement.

Commissioner Caddigan moved, with a second by Commissioner Principi, to authorize the Executive Director to execute a Memorandum of Agreement (MOA) with the Prince William Area Agency on Aging providing for the joint preparation of a mobility management plan. There was no discussion on the motion. (CADDIGANPRINCIPI, UNANIMOUS)

RES 09-12-14
[PRTC Mobility Mgt Plan]

4. Prince William Area Mobility Management Planning Contract Award Authorization.

Commissioner Caddigan moved, with a second by Commissioner Principi, to authorize the award of a contract to Vanasse, Hangen, Brustlin, Inc. (VHB) in the amount of \$155,323, plus a 10 percent contingency allowance amounting to \$15,532. There was no discussion on the motion. (CADDIGAN\PRINCIPI, UNANIMOUS)

RES 09-12-15
[PRTC\Audit]

Commissioner Milde moved, with a second by Commissioner Kelly, to accept the FY 2009 audited financial statements and required communication to the Commissioners as presented by the accounting firm of PBGH, LLP. There was no discussion on the motion. (MILDE/KELLY, UNANIMOUS)

RES 09-12-16 6. Convene into Closed Meeting.
[PRTC\Convene Closed Meeting]

Commissioner Caddigan moved, with a second by Commissioner Milde, to convene into Closed Meeting at 8:20 p.m. for discussion pertaining to the Executive Director's performance evaluation. There was no discussion on the motion. (CADDIGAN\MILDE, UNANIMOUS)

RES 09-12-17 7. Certification of Closed Meeting.
[PRTC\Certify Closed Meeting]

Commissioner Jenkins moved, with a second by Commissioner Kelly, to certify closed meeting at 8:30 p.m. There was no discussion on the motion. (JENKINS\KELLY, UNANIMOUS)

[PRTC\Closed Meeting 8. Action Items Reported Out of Closed Meeting:
Action Items]

RES 09-12-18 A. Executive Director's Performance Evaluation.
[PRTC\ED Evaluation]

Commissioner Caddigan moved, with a second by Commissioner Principi, to approve the Executive Committee's recommendations. There was no discussion on the motion. (CADDIGAN\PRINCIPI, UNANIMOUS)

[PRTC\Info] C. Information Items:

1. PRTC Service Performance Reports. There were no comments.
2. PRTC Budget-to-Actual Comparison. There were no comments.
3. Communications:
 - a. Related to Funding. There were no comments.
 - b. Related to Jurisdiction. There were no comments.
 - c. General Interest. There were no comments.

13. OTHER BUSINESS/COMMISSIONERS' TIME

Commissioner Lasch noted an "ornament" she painted is currently on display at the Smithsonian's Renwick Gallery located in Washington, D.C.

14. ADJOURNMENT

There being no further business to come before the Commission, Chairman May adjourned the meeting at 8:35 p.m.

NEXT MEETING: Thursday, January 7, 2010, 7:00 p.m.

LOCATION: PRTC Transit Center
14700 Potomac Mills Road, 2nd Floor
Woodbridge, VA 22192-6811
Main # (703) 583-7782
Fax #: (703) 583-1377